



16th District Court Position Opening

TITLE: Probation Officer
TYPE OF POSITION: This is a grant-funded position; Full-Time with benefits through 9/30/08. The position may become full-time after the grant expires.
STARTING SALARY: \$17.87 per hour/\$37,169.60 annually plus benefits

MINIMUM QUALIFICATIONS:

Possess a Bachelor's Degree in criminal justice, psychology, counseling or a closely related area. Basic typing/computer skills are required. Experience as a District Court Probation Officer or in a related field is preferred.

DUTIES:

Under the supervision of the District Court Judges, Court Administrator and Deputy Court Administrator, conduct pre-sentence investigations and completes pre-sentence reports to assist the District Court Judges in sentencing. Conduct violation of probation interviews and complete a report with recommended sanctions to the District Court Judges. The Full-Time Probation Officer will also issue violations of probation and process case closings, work with the 16th District Court's Drug/Sobriety Court and Volunteer Probation Officer Programs.

HOW TO APPLY:

Submit a resume and letter of interest highlighting your qualifications to:

Dennis Epler, Court Administrator
16th District Court
15140 Farmington Road
Livonia, MI 48154

All resumes must be received by 4pm on Tuesday March 4, 2008.

